



TEXAS  
JUVENILE★JUSTICE  
DEPARTMENT

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TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

# **FIVE THINGS**


Five Things to Know and Do in JCMS

# Five Things to Know

# #1 Counting Referrals

- Create a Paper Complaint Referral to track offenses received prior to face-to-face contact with the juvenile
  - Don't wait until intake to create the referral
- If a juvenile has a paper complaint referral pending, all new offenses will be added to this pending paper complaint referral until either:
  - The referral is disposed or
  - Face-to-face contact occurs

# #1 Counting Referrals

History								
Referral History								
<a href="#">Add New</a>								
Details	Paper Complaint Date	Referral Date	Type	Referral #	Primary Offense	MAYSI Date /Multiple	Cause #	Primary Probation Officer
<a href="#">VIEW</a> 	07/13/2018		PA	1050018667	<b>13990001 - ASSAULT CAUSES BODILY INJ</b> Statute Citation: PC 22.01(a)(1) Level/Degree: MA Offense #: 1050018667-01 Addl. Offenses: 0 Originating Ref:	No		User, TJJD Hays County Juvenile Probation
Disposition: Pending								

## #2 Violating Deferred Prosecution or Conditional Pre-Disposition Supervision is Not an Offense

- You cannot charge a juvenile with a Violation offense for violating either the terms of Deferred Prosecution or Conditional Pre-Dispositional Supervision
- If the juvenile is detained due to these violations, attach the detention entry to the original referral

# #3 Interim/Permanent Transfers

## SENDING DEPARTMENT

- If you send a juvenile out of your department through Inter-County Transfer, close the juvenile's supervision in your department  
**Outcome:** Transferred out of Jurisdiction
- You can create an **Interim Inter-County Transfer** supervision to track the time the juvenile will be on interim supervision in the receiving department

# #3 Interim/Permanent Transfers

## RECEIVING DEPARTMENT

- If you receive a juvenile through Inter-County Transfer, create an Interim/Permanent Transfer Referral
  - Use the offense and disposition information from the home county for the referral with the supervision disposition
  - Additional referrals (including Violations) can be documented in Chronological Notes
- Create a supervision entry of either Interim Probation or Interim Deferred

# #4 MAYSI Requirements

- A MAYSI must be administered within 14 calendar days from the date of the first face-to-face contact between the juvenile and department staff for Formal and Paper Formalized Referrals.
- A MAYSI must be administered within 48 hours every time a child is placed in detention, even if the MAYSI was previously and/or recently administered.



## #5 Leaving Detention to Attend a Court Hearing is Not Considered a Release from Detention

- If a juvenile is transferred from a detention facility to court and then returned to the detention facility, this is considered one continuous detention.
- Do not close the detention entry when the juvenile leaves the facility and then open a new detention entry when the juvenile returns to the facility.

# Five Things to Do

# #1 Run the Caseload Report

- Run the Caseload Report for the full department
  - We have seen juveniles assigned to officers no longer employed
  - We have seen officers with assignments that need to be closed

## #2 Run an Ad Hoc for Juveniles on Supervision Without a P.O. Assignment

- Supervisions are included on the Caseload Report and Pending Actions Report **only** if a probation officer is assigned.
- Run an Ad Hoc to identify juveniles on supervision without a probation officer assignment. Criteria for report:
  - Juvenile Primary Probation Officer Last Name – IS EMPTY
  - Supervision End Date – IS EMPTY

# Ad Hoc

## Summary



Type of information: **Supervision**

Report Title: **juveniles on supervision without a PO Assignment**

## Criteria Fields

Add Selection Criteria For Field:

[Add New](#)

	Field	Criteria
<a href="#">Edit</a>   <a href="#">Delete</a> 	Juvenile Primary Probation Officer Last Name	(latestOfficer.LastName is null )
<a href="#">Edit</a>   <a href="#">Delete</a> 	Supervision End Date	(convert(datetime, convert(varchar, supervision.EndDate, 101)) is null )

## Print Fields

[Edit](#)

Field	Sort Order
Juvenile PID	
Juvenile Full Name	Ascending
Supervision Type	
Supervision Begin Date	
Supervision Estimated End Date	

# #3 Review User Profiles

Under Reports, run the JCMS Users Report

### JCMS Users Report

Status

Active

Agency

Last Name

First Name

Last Login

mm/dd/yyyy

Filter

Clear Filter

Details

Print

Name	Agency	Unit	Last Login	Roles	Status
Acosta, Paula	Anderson County JPD	Anderson County JPD	09/21/2011 13:54	Intake Officer Probation Officer	Active

# #3 Review User Profiles

Click the hyper link to access the profile in Security and change the status to Terminated for any users no longer employed

**Edit JCMS User**

Active

Suspended

Terminated

\* Agency

Anderson County JPD

Unit

Anderson County JPD

▼

\* Last Name

Acosta

\* First Name

Paula

Middle Name

Suffix

▼

# #4 Attachments

- Attach something to someone's folder
- If your department hasn't fully embraced attachments yet, try it with:
  - One juvenile's folder
  - One type of document



# #5 Contact Us

**Call or email us with any questions**

Enterprise & Customer Support desk: 512-490-7724

[EnterpriseSupport@tjjd.texas.gov](mailto:EnterpriseSupport@tjjd.texas.gov)

THANK YOU!